

ARKANSAS DEPARTMENT OF COMMUNITY PUNISHMENT



ANNUAL REPORT
COMMUNITY CORRECTIONS IN ARKANSAS
FISCAL YEAR 1999 - 2000

LETTER FROM THE DIRECTOR

The Honorable Mike Huckabee
Governor, State of Arkansas
State Capitol
Little Rock, Arkansas 72201

Dear Governor Huckabee:

The Department of Community Punishment respectfully submits its Annual Report for the fiscal year 1999-2000. The purpose of this report is to capture specific progress made during the year. In accordance with legislative mandates, DCP has continued to make significant progress towards its mission. We have reached several milestones and look to continue to increase the standard of services provided to the population remanded to the agency jurisdiction.

We continue to progress toward completion of a continuum of intermediate sanctions that provide viable alternatives to incarceration to impact the revolving door of crime, e.g. establishment of drug courts, outpatient treatment services, and day reporting centers, institutionalization of the Modified Therapeutic Community modality and enhancement programs in the community correctional centers, just to mention a few.

We will continue to strive to foster new partnerships with organizations and agencies to provide service and/or enhance service delivery. We look forward to continuing and increasing community relations to facilitate the mission of our agency. We expect that our efforts have and will continue to have a positive affect on the quality of life the citizens of this great State experience.

Sincerely,

G. David Guntharp

Equal Opportunity Employer

In keeping with the mission of the Arkansas Department of Community Punishment, the Agency employs individuals who are dependable, professional and sincerely interested in achieving the mission of the Agency.

The DCP is an equal opportunity employer, providing opportunities without regard to race, color, sex, religion, national origin, age, disability, or veterans status. This policy and practice relates to all phases of employment including, but not limited to, recruiting, hiring, placement, promotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, training, use of facilities, and participation in Agency-sponsored activities and programs. All members of the DCP management staff are familiar with this statement of policy, the philosophy behind, and their responsibility to apply these principles in good faith for meaningful progress in the utilization of minorities and women.

BOARD OF CORRECTION & COMMUNITY PUNISHMENT

Dr. Mary Parker, *Chair*

Janis Walmsley, *Vice Chair*

Leroy Brownlee

William Ferren

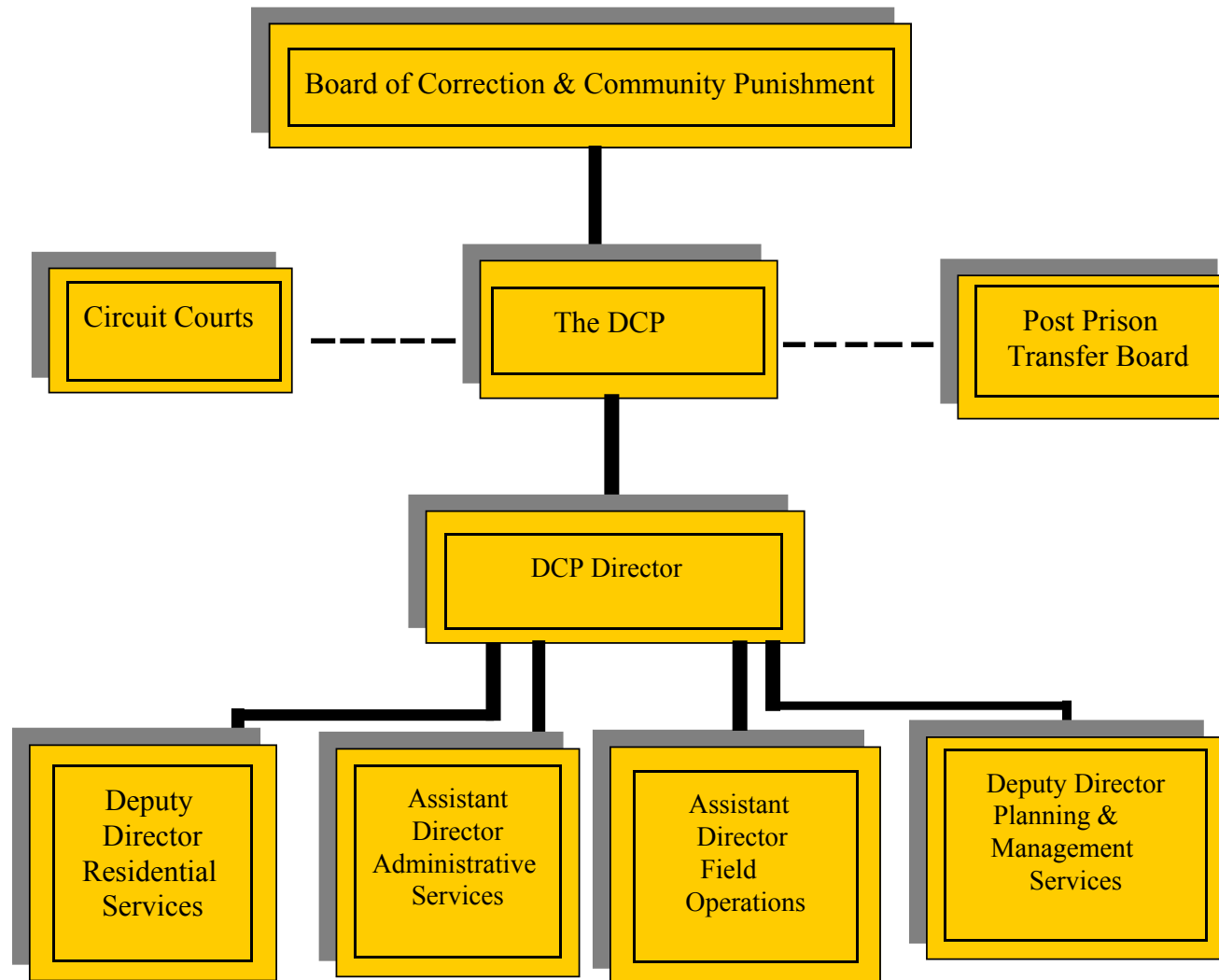
Benny Magness

Drew Baker

Pastor J. Aaron Hawkins

BCCP MISSION

***“Fulfill the mandates of the court through the use of
confinement, treatment and supervision in a safe and
humane manner, while providing offenders the opportunity
for positive change, thus contributing to public safety.”***



DCP Management Team

Director

G .David Guntharp

G. David Guntharp, a 30-year veteran corrections employee, was named director of the Arkansas Department of Community Punishment in November 1999. Appointed by the Board of Correction and Community Punishment, Guntharp was Chief Deputy Director of the Arkansas Department of Correction before he took the helm at DCP.

“It is important to note,” said Judge Randall Williams, BCCP Chair at the time Guntharp was hired, “that 50 percent of his professional experience has been gained working directly for community corrections.”
Guntharp pledged to support viable alternatives to imprisonment.

“As director, I will focus on what Arkansas Legislators called for when DCP as created in 1993 – building a system that supports the development of viable alternatives to incarceration in an effort to impact the revolving door of crime,” says Guntharp.

Veter Howard, *Deputy Director of Planning and Management Services*

Rick Hart, *Deputy Director of Residential Services*

Dan Roberts, *Assistant Director of Field Operations*

Ted Moore, *Administrative Services Manager*

David Eberhard, *Legal Counsel*

Bill Lowe, *Human Resource Administrator*

Rhonda Sharp, *Assistant to the Director for Public Relations*

“To promote public safety and a crime-free life-style by providing community-based sanctions in a cost-effective manner, and enforcing State laws and court mandates in the supervision of adult offenders remanded to the Department of Community Punishment.”

DCP
Mission

In 1999, the Department of Community Punishment began looking at goals for fiscal years 2001 - 2005 and asked, “Is the taxpayers’ money being spent in the most effective manner?”

This is a question all state agencies were asked to address in a mandate for Performance-Based Budgeting, the first step of which was to create a strategic plan. The plan, finished in the spring of 2000, includes the mission and goals.

Strategic Plan

Agency Goal I

To provide appropriate and effective supervision of offenders in the community.

Agency Goal II

To provide for the confinement, care, control, and treatment of offenders sentenced to or confined in community punishment centers in an adequate, safe, and secure environment.

Agency Goal III

To develop and implement sanctions, programs, and services needed to function within the scope of the mission.

Agency Goal IV

To improve staff recruiting, retention, and training efforts.

Strategic Plan

Administrative Services

The Administrative Services Section is responsible for the agency's procurement, accounting functions, claims processing, inventory management, fleet management, and planning and development of the operational budget.

Beginning in February 2000, supervision fees owed by offenders that were previously collected by local offices began to be collected centrally through Administrative Services. Starting with the Little Rock offices in February and followed by the Lonoke office in April, centralized fee collection will extend to the entire state in calendar year 2001. Probationers pay a monthly fee of \$20.00 unless otherwise ordered by the sentencing court. This fiscal year, more than \$3 million was collected in probation fees. The centralization of the collection function is expected to result in other savings such as eliminating the monthly fees paid for local lock boxes.

Fulfilling the Director's commitment to make more vehicles available to Probation and Parole Officers, 66 new vehicles ordered were received and assigned to field staff for conducting field visits.

A Legislative Audit conducted during the third quarter of this year reported three exceptions, all of which were satisfactorily addressed.

FISCAL YEAR 2000
Operating Summary (July 1, 1999, ending, June 30, 2000)

The Department of Community Punishment was authorized appropriations (excluding capital improvement projects) in the amount of \$40,557,421. Of that amount, the agency expended 92.90% by the end of the Fiscal Year.

The agency managed five appropriations:

- Operating Appropriation 510 (General Revenue)
- Appropriation 2GH (Special Revenue for Community Punishment Programs)
- Appropriation 1BA (Federal Funds)
- Appropriation C06 (Cash Funds)
- Appropriation 935 (Post Adjudication Drug Court)

The agency spent 100% of Appropriation 510, 66.85% of Appropriation 2GH, 44.32% of appropriation 1BA, 69.35% of Appropriation C06, and 35.33% of Appropriation 935.

510 Appropriation / % spent

Salaries: \$16,391,344/100

Extra Help: \$54,807/100

Personal Services Matching: \$5,186,406/100

Operating Expenses: \$6,005,324/100

Overtime: \$9,024/100

Conference Fees/Travel: \$31,737/100

Capital Outlay: \$300,000/100

Data Processing: \$10,620/100

Professional Fees/Services: \$1,635,371/100

Appropriated: \$30,444,644

Allocated: \$29,624,933

Spent: \$29,624,871

Administrative Services

2GH Appropriation / % Spent

Salaries: \$1,783,599/25.07

Personal Services Matching: \$815,418/20.07

Operating Expenses: \$219,491/99.83

Conference Fees/Travel: \$4,000/99.02

Capital Outlay: \$78,900/82.44

Professional Fees/Misc. Operating Expenses: \$3,244,518/97.74

Parking Fees: \$10,000/100

Appropriated: \$8,214,001

Allocated: \$6,155,926

Spent: \$4,115,273

1BA Appropriation / % Spent

Salaries: \$159,840/65.53

Personal Services Matching: \$47,952/32

Operating Expenses: \$49,105/12.54

Conference Fees/Travel: \$26,273/16.24

Capitol Outlay: \$17,645/57.81

Professional Fees/Services: \$37,363/25.43

Appropriated: \$338,178

Allocated: \$338,178

Spent: \$149,891

Administrative Services

C06 Appropriation / % Spent

Operating Expenses: \$669,198/69.35

Appropriated: \$1,248,598

Allocated: \$669,198

Spent: \$464,099

935 Appropriation / % Spent

Administrative Fees / Professional Services: \$312,000/35.33

Appropriated: \$312,000

Allocated: \$312,000

Spent: \$110,222

Operating Total:

Appropriated: \$40,557,421

Allocated: \$37,100,235

Spent: \$34,464,356

Capital Projects Total:

Appropriated: \$2,880,992

Allocated: \$474,492

Spent: \$320,050

Totals:

Appropriated: \$43,438,413

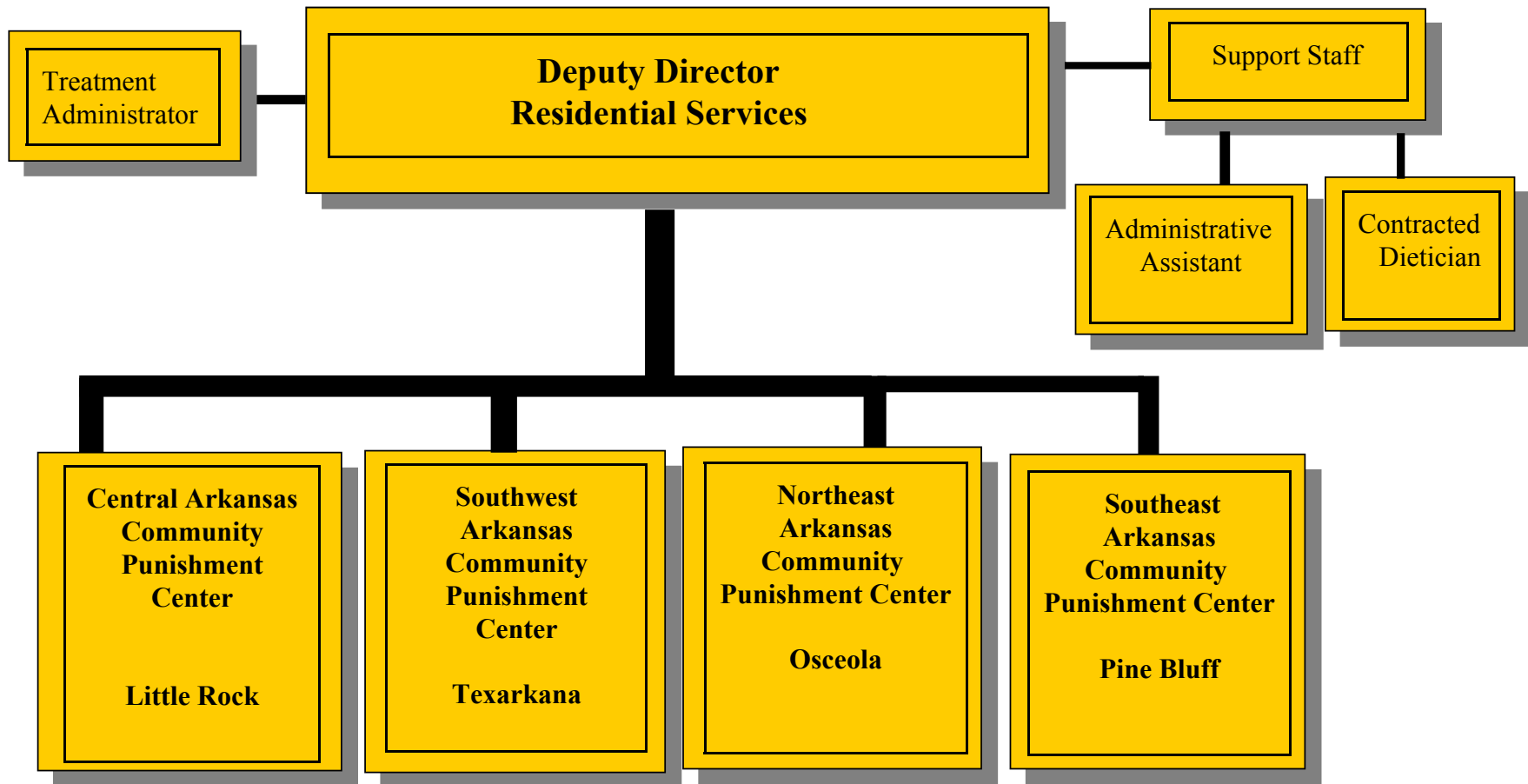
Allocated: \$37,574,727

Spent: \$34,784,406

Administrative Services

Residential Services





There are approximately 367 employees at the four Correctional Centers, including administrative personnel, residential supervisors, food service workers, clerical staff, counselors, business and human resource staff.

Community Punishment Centers

Q: What is a Community Punishment Center?

A Community Punishment Center is a minimum security residential facility for non-violent adult offenders. Arkansas has four Centers serving the state. They are located in Little Rock, Pine Bluff, Texarkana, and Osceola with a combined capacity of 965. The Community Punishment Center concept is an alternative to prison for eligible offenders.

Q: Who qualifies for the Community Punishment Center alternative?

First, an offender's crime must be one of the offenses targeted for community correction, e.g. drug use or possession, fraud, criminal mischief, commercial burglary, or bribery. Secondly, the offender cannot have previous convictions for violent or sex-related crimes. Lastly, the offender cannot have a history of a mental health disorder or pose a threat to the community.

Q: How does daily life in a Community Punishment Center differ from life in prison?

The primary difference is the "Modified Therapeutic Community" or MTC. The MTC is an approach to behavior modification that fosters responsibility and accountability. In the MTC, residents hold each other accountable for unacceptable behavior and perform jobs that progress in responsibility. A successful MTC resident progresses through three levels of responsibility and accountability. The work of security and clinical staff continually enforce the principles of the MTC. A usual weekday begins at 4:30 a.m. After required hygiene practices and breakfast, residents participate in a center-wide meeting where successes and shortcomings are discussed and handled. After the morning meeting, residents go to work activities, classes, counseling and other treatment. Work in the center includes such jobs as sweeping and mopping floors, washing clothing and linens and clerical duties. If the resident is assigned to a Community Work Crew, he or she works outside the center at tasks such as mowing grass, planting flowers and trees, painting, clearing brush and a myriad of other tasks that save money for communities throughout the State. The day is finished with an evening meal and a center-wide meeting.

Q: So being in a Community Punishment Center is more than just "doing time?"

Yes. The MTC provides a holistic approach to behavior modification. Residents live in an environment of peers following, teaching, and modeling the values and morals expected. The rules of the center are clear to all residents and there are positive and negative consequences for residents' behavior. More than just biding their time, residents participate in programs that confront addictions, teach life skills, and address education and employment needs."

Major Initiatives

The doors of the only minimum-security, community correctional facility built in the State solely for non-violent offenders opened in Osceola.

The facility initially housed 180 male residents, but has increased to its planned capacity of 240. Residents provide community service work to Mississippi County and surrounding counties.

***Opening the Northeast
Arkansas Community
Punishment Center in
October 1999.***

***Working toward
American Correctional
Association
Accreditation of all four***

Accreditation is a peer review process of a program's policies and operations against established best practices. According to ACA, "the accreditation program offers the opportunity (for agencies) to evaluate their operations against national correctional programs and services."

***Working toward treatment
licensure of all four Centers
by the Arkansas Department
of Health's Bureau of
Alcohol and Drug Abuse
Prevention.***

A Modified Therapeutic Community (MTC) is a community in which residents help themselves and others recover from addictions such as drugs and alcohol and from criminal behaviors.

A key component of an MTC is its treatment staff - clinical supervisors, counselors and others who work with residents on a continual basis to deal with necessary behavior modifications. Work toward licensure of the MTCs continued through 2000.

A LOOK AT THE CENTERS

August 1999 -- All male residents from the SEACPC were transferred to the CACPC and all the female residents at the CACPC were transferred to the SEACPC. This meant the SEACPC became an all female facility and the CACPC became an all male facility. Interviews continued through the month to fill positions at the newly constructed NEACPC in Osceola, which was set to open in October.

September 1999 --DCP received a grant to restore the Sorrels Cottage (a historical structure at the SEACPC) and architects began the project. A federal grant was awarded to DCP to operate a Special Needs floor at the SWACPC . Interviews for employees at the NEACPC continued.

October 1999 -- Three of six buildings at the SEACPC were demolished with the approval of the Board of Correction and Community Punishment. Residents at the SWACPC installed a fence outside the facility for an outdoor recreation area. NEACPC received its first 119 residents.

November 1999 -- Appraisals of the Sorrels Cottage at SEACPC continued in light of planned restoration. The work crews of SEACPC cleaned up debris and litter in Warren in anticipation of President Bill Clinton's visit to the city.

December 1999 --Forty-six residents were identified and enrolled in the new Special Needs program at SWACPC.

January 2000-- NEACPC began coordinating computer classes for residents with Cotton Boll Technical Institute. SWACPC staff were faced with dealing with local and national media as they sought access to a nationally renowned sports figure at the Center.

February 2000 -- CACPC started a three-month program with the Arkansas Department of Health to offer classes to residents. Cotton Boll Technical Institute began offering welding classes to residents at NEACPC. The SEACPC work crew assisted in the clean up of the Area 15 Probation Office following a damaging fire.

April 2000 -- The first welding class from NEACPC graduated.

May 2000 -- SEACPC received a charter for a Junior Chamber of Commerce (JAYCEE) chapter for residents.

June 2000 -- NEACPC held its first graduation services for residents receiving their GED diplomas. Six graduated. By the end of the fiscal year, 15 residents had successfully completed the Special Needs program at the SWACPC.

Statistics

By October 1999, the combined capacity of the centers was 965.

*On January 1, 2000 the combined population was 810, for which the
ratio breakdown was:*

623 white, 175 black, 1 Asian, 2 Native American

The Average Daily Center Population was 828.

Twenty-four residents were above the age of 50.

The average age at admission was 23 for males and 28 for females.

The average sentence length was 14 months.

The average length of time served in a Center was 8 months.

5 residents walked away from custody and were apprehended.



1999-2000 SWACPC Population

SWACPC



1999-2000 SEACPC Population

SEACPC



1999-2000 NEACPC Population

■ NEACPC

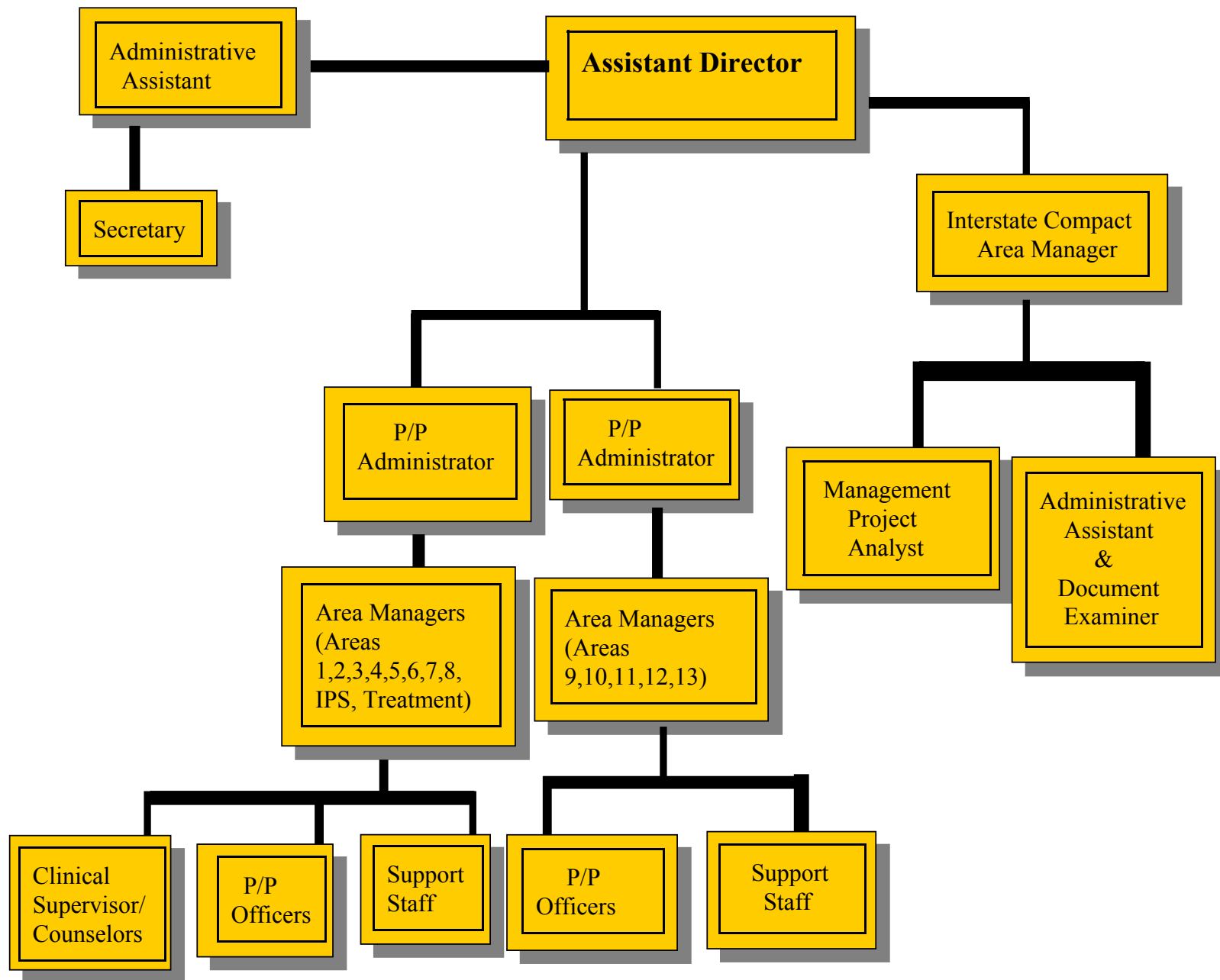


1999-2000 CACPC Population

 CACPC

Field Operations





Probation and Parole Services

Q: What does the Field Operations Division of DCP do?

More commonly known as Probation/Parole Services, the Field Operations Division of DCP supervises adult offenders on probation from circuit courts and released from the prison system on to parole. Professionally trained officers supervise parolees and probationers assigned to them at a level matched to the offender's assessed needs and potential risk to the community. Offenders with greater needs and posing a higher risk are supervised more closely than those with less potential for community risk.

Q: What is required of offenders on probation or parole?

Each offender is or may be required, while on probation or parole, to maintain a stable residence, obtain and keep a job, pay fines, fees, court costs and restitution. Offenders also may be required to perform community service work, complete education courses and undergo drug and/or alcohol abuse counseling and testing.

Q: How do you decide the level at which a parolee or probationer will be supervised?

For each offender supervised, the officer completes a Client Risk Analysis Scale that uses factors known to be associated with violations of supervision. Potential risk is assessed based on previous and current behaviors. Because addressing needs can mitigate risk, the officer also considers current needs, such as literacy and/or mental health problems, that may drive the offender toward risky behavior. A level of supervision is assigned accordingly. Most felony offenders and all sex offenders start at the highest supervision level.

Q: Many times, criminal behavior involves drug and alcohol use. How does Field Operations address this issue?

Some offenders are better served, as is the community, through innovative programs such as Day Reporting Centers and Drug Courts. The DCP uses both programs in working with offenders.

Day Reporting Centers

A goal of Day Reporting Centers (DRC) is to promote public safety by reducing the number of repeat offenders. The DRC provides comprehensive, non-residential services designed to promote offender accountability and control through intensive education and treatment. Offenders placed in these programs tend to have weak community ties, a history of drug/alcohol abuse, extensive criminal history, a history of unstable employment and poor educational performance. DRCs are designed to address these deficits through behavior modification, substance abuse education, general education and development of employment skills.



Drug Court

The first Drug Court in the United States was started in Florida in 1989. Since then, Arkansas has joined a number of other states in offering this alternative to criminal courts for offenders whose crimes are clearly a result of drug or alcohol abuse or dependency. Drug Courts integrate alcohol and other drug treatment services with justice-system processing. Without compromising an offender's due process rights, prosecutors and defense attorneys take more of a problem-solving approach to these cases. The primary mission of Drug Courts is to stop the abuse of alcohol and drugs thereby promoting public safety. Offenders are assigned to 12 months of intensive supervision followed by two years of basic probation supervision and aftercare, where they continue to be monitored for substance use.

Major Initiatives

Several changes were made to improve services in Field Operations during the Fiscal Year.

The most noteworthy initiative of the year was the development of a Field Operations Manual that provides basic, yet detailed, guidance and procedures for working with offenders. The manual standardized practices by providing field staff with clear, measurable expectations.



By necessity, probation/parole officers travel extensively to supervise offenders. In Fiscal Year 2000, a concerted effort was made to replace older vehicles and to provide vehicles to officers who previously didn't have one.

An audit process was implemented on probation/parole officer caseloads—a move that allowed the agency a better view of what was happening in the field, and at the same time provide individual officers with an overview of his/her work with caseloads. The average caseload during the Fiscal Year was 154 offenders per officer.

Work began in the Fiscal Year to review security measures—including a proposal for protective gear (kevlar vests) for officers. Security procedures for both offices and officers were evaluated and needed changes made. The security initiative continues.

Community Service

*The total community service value from
June 1995 to July 1, 2001 is \$1,933,251.15.*

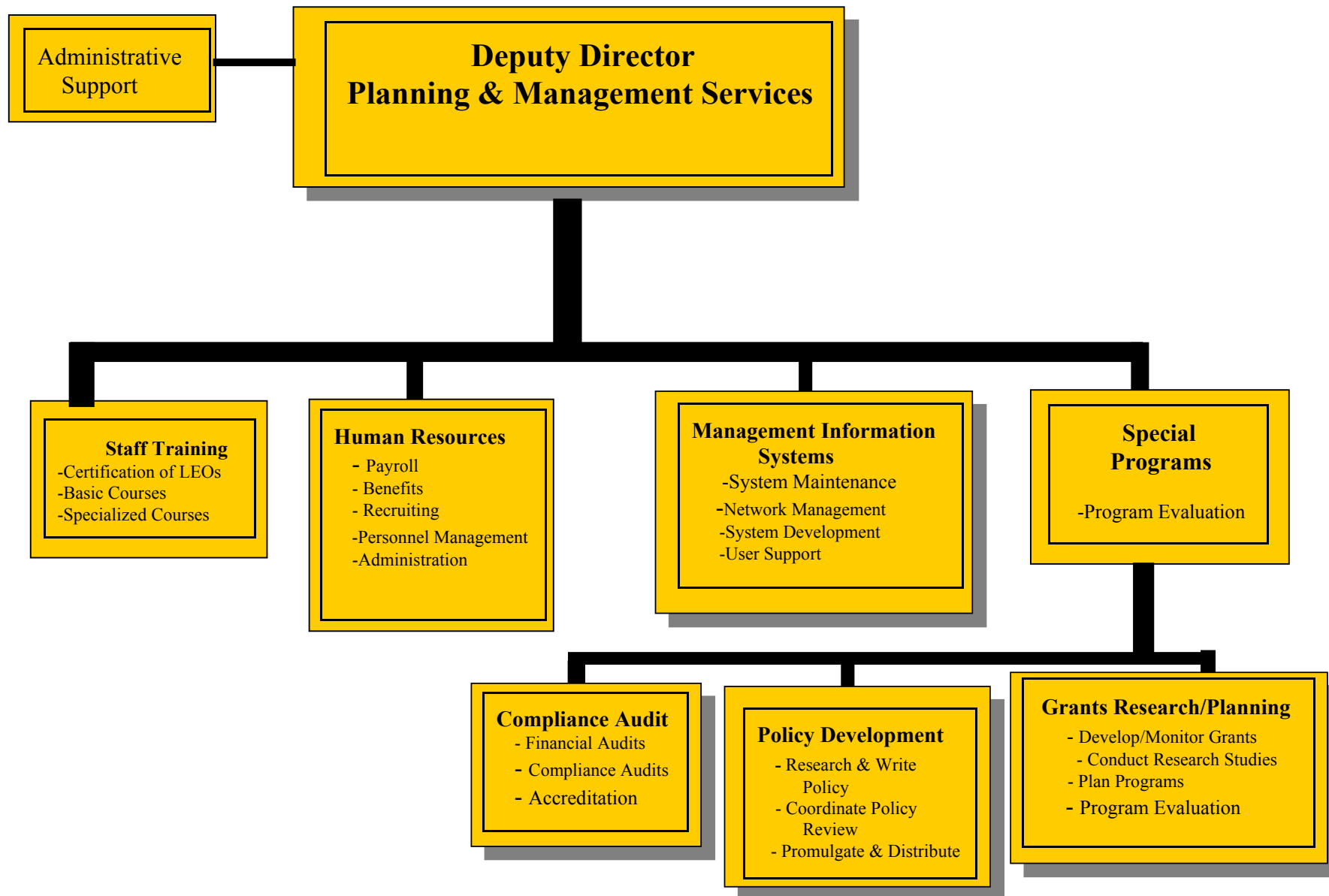
*Community Work Crews completed 12,391
hours of community service during the month
of June valued at \$63,818.80.*



*Community work crews cleaning the Arkansas River bank.
Little Rock Police Department worked with Arkansas Department of
Community Punishment Residential Services on the clean-up.*

Planning & Management Services





The Planning and Management Services Division provides administrative support to the agency including Human Resources Management, Payroll Administration, Benefits Administration, Program Development and Evaluation, Grants Development and Administration, Policy Development and Administration, Research and Planning, Compliance Audit, ACA Accreditation Management, Training Management and Administration, and Information Systems Management and Administration. The Division is located in the Little Rock Central Office.

Planning and Management Services Role

Q: What are the functions of the Planning and Management Services Division?

The Planning and Management Services Division supports DCP's two operational divisions—Field Operations and Residential Services—through the following services and programs: Agency-wide planning, staff orientation and training, human resources and payroll services, policy development, grants development and management, compliance auditing and monitoring, program evaluation and information technology services.

Q: What is the Division's role in agency-wide planning?

The Division facilitates annually the development of agency long-range plans and goals, organizational structure, and mission for each division and the agency. All division time lines are in sync with the agency planning and budgeting processes.

Q: Does the Planning and Management Division have a role in coordinating with other Arkansas agencies?

Division staff work in ways that promote collaboration and consultation with community interest groups, service agencies, colleges, and other criminal justice agencies. The formulation, evaluation and implementation of organizational policies, procedures and programs is continually enhanced through ties with these important resources.

Q: What about federal agencies?

The Division participates directly or through the Management Team or Board Correction and Community Punishment in federal, State, and regional planning efforts with criminal justice and noncriminal justice agencies.

Q: What is the Division's approach to quality assurance?

The Division ensures the availability of an organized system for information gathering, retrieval and review which is part of an overall management, planning and research process. Audits show compliance with agency policies and procedures, provides a method for analysis of data, and helps to provide information on program effectiveness.

Human Resources

During this reporting period, a new administrator assumed responsibility for the HRS office including personnel management and administration, recruiting, screening and employment of new employees, providing new worker orientation, maintaining personnel records, coordinating staff performance evaluation activities, assisting employees with benefits and compensation and administering the agency payroll.

- ' In March 2000, Human Resources staff members were appointed to represent DCP in a state-wide group convened to plan for the Arkansas Administrative Statewide Information System (AASIS).*
- ' To streamline recruitment processes, the Section began using a computer-generated job posting system on the Word-Wide Web. This job posting system is paperless and provides world-wide coverage. Applicants can apply for positions over the INTERNET or by paper application for employment.*
- ' HRS continues to administer the Profiles Prevue Assessment, a 50-minute standardized personnel assessment tool, that assists hiring officials in making sound hiring decisions. Thirty-eight Prevue Assessments were administered during this report period.*
- ' The Career Ladder Incentive Program Plan was developed, approved by the Office of Personnel Management and legislative committees, and implemented July 1, 2000.*



Training

The Central Training Section coordinates pre-service, basic, and in-service training to facilitate employee understanding of policies and procedures critical to employee duties and those pertaining to safety and security matters.

Training Held

*Smoking Cessation
Ropes Training
Defensive Tactics Refresher
ACA Orientation for CPC's*

Special Projects

*ACA Accreditation Support
Adding 40 hours to the Probation and Parole (PPO)
Basic Course*

*Updating Lesson Plans and Examinations for
PPO & Residential Supervisors Basic Training (RSBT)*

Academies

Residential Supervisor Basic Training Academies: 72 Graduates

Probation Parole Officer Basic Training Academies: 13 Graduates

Instructor Development Academies: 5 Graduates

Moral Reconation Therapy : 13 Graduates



John Mull, Training Project Manager, provided training on the DCP's CLIP Procedures at the June 2000 Regional Team meeting.

Management Information Systems

Over time, more of the work of the Agency has become dependent on computer systems. As needs increased, computer resources became taxed and outdated. An aging Offender Tracking System was no longer meeting the agency's needs. Networking potential could not be realized without digital connectivity, and daily emerging computer viruses threatened to damage systems. During this year, the MIS Section made significant and critical contributions to this important part of the agency's infrastructure. The Information Technology (IT) Plan was written and an Information Technology Administrator was hired to implement the plan.

The following are some of the accomplishments of the MIS Section this year:

- ‘ Developed, implemented and maintained new software for the Offender Tracking System*
- ‘ Installed a local area computer network of 60 computers in the Central Office*
- ‘ Improved wide area network functionally and Internet access through addition of high speed digital lines.*
- ‘ Began installation of a wide area network at agency offices throughout the State*
- ‘ Received, installed and configured 72 desktop computers at field offices and Community Punishment Centers throughout the state*
- ‘ Upgraded software and hardware*
- ‘ Installed anti-virus software and strengthened the firewall to protect the agency network*
- ‘ Provided help desk support to the agency*
- ‘ Set up an interface with the Arkansas Crime Information Center to allow for offender inquiries*
- ‘ MIS Administrator chaired an agency committee to establish design specifications for a new electronic Offender Management Information System*



Special Programs

The Special Programs Administrator position was established this year to develop and manage research program development and evaluation activities. The administrator also manages the operations of the Policy, Compliance/Audit Sections, and Grants Development and to assign resources for evaluating the effectiveness of Agency programs. Hired in February, the Special Programs Administrator researched and developed the DCP Program Evaluation Plan based on sound evaluation methods and tailored to the needs of the Agency. The Plan outlines a formal process for collecting, analyzing and interpreting information about a program's implementation and effectiveness. The Plan combines elements of process evaluation, answering questions about effort and output, and outcome evaluation, answering questions about whether we are achieving the results we want.

The Agency Drug Court programs will be one of the first programs chosen to be evaluated. This year, the Plan guided the development of goals, objectives, inputs, activities and outcomes for evaluating Drug Courts through a consensus building process. Measurable indicators for each outcome were established. The Drug Court program evaluation continues into fiscal year 2001.



Grants for fiscal year 2000

DCP actively pursues both one-time and sustainable grant opportunities from State and federal sources to start, enhance and expand current programs. The Planning and Management Services Division grant developer searches for grant opportunities, is responsible for grantor's reporting requirements, coordinates the collection of data required by grant-related evaluations, serves as the agency's liaison with grantors and oversees the activities of grant funded programs.

During this reporting period, DCP was awarded \$562,022 in new grant funds. Of the new grant funds, \$159,670 was awarded from the U.S. Department of Justice for a special unit at the Southwest Arkansas Community Correction Center to serve offenders with special mental health and/or medical problems who also need long-term substance abuse treatment; and \$171,578 was awarded from the Arkansas Department of Heritage to renovate the Walter B. Sorrels Cottage, a historical site at the Southwest Arkansas Community Correction Center.

Grant development provides important resources to DCP programs and helps to develop collaborative partnerships with local, State, and federal agencies. This important function keeps DCP on the cutting edge of change as we work toward more effective and efficient programming for offenders under community supervision.

Policy Development

Understanding and consensus often begins with written policies. The Policy Section is responsible for ensuring that agency policy is current, relevant, correct, and consistent with “best practice” in the field of community correction. As changing State or federal laws or regulations dictate and as management directs, the policy section researches and proposes written guidance and procedures. Such documents are reviewed by appropriate staff and approved by the management team. Some policies require further review and approval of the Board. The work of the Policy Section helps to ensure the Department’s good standing with funding and regulating agencies and that appropriate notice and filings are made in accordance with the State Administrative Procedures Act.

Following are some of the policy titles published by the Policy Section in this reporting period:

- ’ Drug-Free Workplace*
- ’ Tobacco*
- ’ Employee Grievance Procedure*
- ’ Prenatal Care/Pregnant Residents*
- ’ Visitation with Residents*
- ’ Use of Restraints*
- ’ Procurement and Disposition Activities*
- ’ Field Operations Manual*
- ’ Reporting and Investigating Incidents and Hazards*



Compliance Section

The DCP Management Team relies on a number of information sources to gauge whether the Agency's work units are functioning as they should. The Compliance Audit Section is one source of such information.

The Compliance Section is responsible for conducting internal audits to review the systems established to ensure compliance with those policies, plans, procedures, laws and regulations that could have a significant impact on agency operations and to determine whether systems are adequate, effective and comply with the appropriate requirements.

The following audits were completed during this reporting period:

- ' Probation/Parole supervision file audits in 17 area offices covering July 1, 1998 through October 14, 1999.*
- ' Fee records for four area offices covering July 1, 1997 through June 30, 1999.*
- ' Employee leave records covering from four to five years to validate the accuracy of compensatory time balances and timekeeping procedures.*

In addition, audit activity was begun on the cardinal rule disciplinary hearing activities at three Community Punishment Centers.

In February 2000, the Director applied for accreditation from the American Corrections Association (A.C.A) for DCP's Parole/Probation and Residential programs. The DCP Accreditation Manager, assisted by other Compliance staff, developed a plan for A.C.A accreditation and coordinated its implementation. Staff also provided ongoing guidance and technical assistance to Field Operations and four Community Punishment Center staff as they prepared for A.C.A Audits.



Arkansas Department of Community Punishment

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*Annual Report
Fiscal Year 2000*